

Development Officer

Classification: Full-time

Salary range: \$50,000- \$60,000

Reports to: Director of Development

Job Summary

The United Methodist Youth Home seeks a full-time Development Officer. This is a key position of the Development team and will support the team in the execution of development strategies and functions. Aspects of the job include building partnerships in the community, with a focus on churches and organizations, as well as implementation of annual fundraising plans to sustain the mission of the Youth Home.

Since 1979, the mission the United Methodist Youth Home (UMYH) is to help at-risk youth become productive and responsible members of the community.

Responsibilities and Duties

Essential functions and core responsibilities include but are not limited to:

1. Operating Responsibilities

- Work with the organizational leadership to determine the vision for the department.
- Oversee a portfolio of donors and prospects
- Build relationships with community stakeholders to advance the mission and fundraising goals of the organization.
- Maintain annual development plan, collaborate on setting goals and plans for department and team
- Lead department in development of donor relationships, community partnerships, and overseeing donor “pipeline” process, including: identification, qualification through research, cultivation, request for support, stewardship of relationships, and acknowledgement of gift(s)
- Develop individualized strategies to renew and upgrade donor gifts
- Give presentations at community events, churches, and local business venues.
- Develop and cultivate sponsorship and community partnership opportunities
- Ensure consistency in both technical writing and overall messaging for all UMYH communications

2. Organizational Responsibilities

- Collaborate with Development Team to create greater fundraising and outreach possibilities
- Support the Development Team in event(s) planning, developing annual fund campaigns, drafting direct appeals, and ensuring messaging consistency
- Have familiarity with Bloomerang, our donor database, and maintain accurate, up-to-date records

The above information reflects the general responsibilities considered necessary to perform the essential functions of the job. Other duties may be assigned that are not listed in the above job description and the organization may change the specific job duties with or without prior notice based on the needs of the organization.

Critical skills

- At least 2 years of development and fundraising experience
- Proficiency using Microsoft Word and Excel
- High attention to detail
- Effective communication skills and a high level of professionalism
- Strong organizational skills and ability to follow through with medium and long term projects
- Ability to connect with people from a variety of backgrounds
- Ability to work independently and as a team member
- Willingness to travel and work occasional evenings and weekends

Job standards

- Bachelor's degree required, business, philanthropy, or related field preferred
- Pass pre-employment health and drug screen as well as Department of Child Services background checks
- Must be 21 years of age
- Must have a valid driver's license